

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Farm Foundation

Travel date(s): February 20-22, 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$ 549.01 (total)	\$266 (2 nights)	\$109 (total)	\$0
<input checked="" type="checkbox"/> Actual Amount	\$438.01 (airfare) \$111 (bus)		\$36/day	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Farm Foundation's Farm and Field Congressional Fellowship Tour in Oregon (see attached itinerary)

3/15/19
(Date)

Nancy Martinez
(Printed name of traveler)

Nancy Martinez
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/15/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

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Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Nancy Martinez

Employing Office/Committee: Senator Todd Young

Private Sponsor(s) (list all): Farm Foundation

Travel date(s): 2/20/19 - 2/22/19, extending to 2/23/19

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Portland, OR; Aurora, OR; Tigard, OR; Canby, OR; Malalla, OR; Woodburn, OR; Salem, OR; Tangent, OR

Explain how this trip is specifically connected to the traveler's official or representational duties:

Nancy Martinez handles agriculture issues for Senator Young. This trip will expose the staffer to an in-depth understanding of the federal and state regulatory landscape of specialty crops, forestry, agritourism and other general agriculture issues. This trip will aid the staffer as she develops policy proposals for the Senator that will improve federal agriculture programs administered by the U.S. Department of Agriculture in order to benefit the Senator's constituents in Indiana. Because forestry and specialty group production are important sectors of Indiana's agriculture industry, it is important for the staffer to gain extensive knowledge in these fields.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/18/19
(Date)

Nancy N. Martinez
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Todd Young hereby authorize Nancy Martinez
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/18/19
(Date)

T. Young
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Farm Foundation
2. Description of the trip: Opportunity to gain hands-on experience and a broader perspective on the U.S. food and agriculture sector
3. Dates of travel: February 20-22, 2019
4. Place of travel: Tigard, Oregon
5. Name and title of Senate invitees: See separate list, attached
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

AND

☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☒ OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☒ OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Farm Foundation is the sole sponsor of this trip, and as such has provided all of the funding and in-kind staff support in developing the agenda and in inviting staff.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Farm Foundation is a non-partisan, non-profit 501(c)(3) dedicated to food and agriculture education and research. Our Farm and Field Congressional Fellowship Program and tours are one part of that overall objective, with tours like this intended to educate congressional staff on the food and agriculture sector.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Farm Foundation initiated its Farm and Field Congressional Fellowship Program in early 2018 and has hosted two tours - in central Florida in February 2018 and in central Indiana in August 2018.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Farm Foundation serves agriculture and rural communities by providing objective information to foster an understanding of issues; hosts eight open-to-the-public Forums a year, highlighting emerging issues and differing opinions; publishes publicly-available Issue Reports that provide background on new issues.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$536 (total) \$425 (airfare) \$111 (bus)	\$266 (two nights)	\$120 (total) \$40/day	\$0
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

(b) specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

The Farm & Field Congressional Fellowship Program selects a different location each tour, in an effort to highlight the variety of agriculture across the country. The Pacific Northwest is a core part of that sector.

19. Name and location of hotel or other lodging facility:

Grand Hotel at Bridgeport, 7265 SW Hazelfern Road; Tigard, Oregon

20. Reason(s) for selecting hotel or other lodging facility:

Lowest cost for reasonable hotel near tour area

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Estimated lodging is equal to and M&IE expenses are less than government per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach-class round-trip airfare from Washington, DC, to Portland, OR

25-passenger coach bus provided by Farm Foundation for safe and economic transportation in Oregon

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Megan Provost, Vice President of Policy and Programs

Name of Organization: Farm Foundation

Address: 1301 West 22nd Street, Suite 906, Oak Brook, IL 60523

Telephone Number: (630) 571-9393

Fax Number: (630) 571-9580

E-mail Address: megan@farmfoundation.org

COPY

Nancy, we have you scheduled to participate in our third tour, which will be February 20-22, 2019, and will highlight food, agriculture, and agritourism activities in western Oregon, specifically focusing on specialty crop production, agricultural and input research and education, and agritourism opportunities in the Pacific Northwest. All transportation, housing, and meals will be covered by Farm Foundation.

1. A detailed agenda;
2. A completed Private Sponsor Travel Certification Form; and
3. A list of invitees.

Also, please complete our tour registration form (available [here](#)), and select your flight preferences, by Friday, January 25th.

Thanks,
Megan



Farm and Field Congressional Fellowship Program

February 20-22, 2019

Wednesday, February 20, 2019

This experiment station focuses research and education on nurseries and greenhouses, fresh vegetables and specialty seed crops, berries and small fruit,

and extracts oils for use in processing. Learn directly from owners and managers about growing these specialty crops and the challenges they face from regulations and liability.

Speakers: Barb Iverson, Owner

1:30-2:15pm Travel from Wood Shoe Farm to Bossco Trading
33814 South Meridian Road, Woodburn – 7105 Hazelgreen Road, Salem

2:15-3:30pm **Tour Bossco Trading**

Objective: To understand specialty crop production and international trade

Bossco Trading is dedicated to all aspects of the straw industry. The company controls all phases of their straw baling and pressing process – from the rake in the field to the container being opened overseas.

Speakers: Shelly Boshart Davis, Vice-President of International Sales & Marketing

3:30-3:45pm Travel from Bossco Trading to Betaseed
7105 Hazelgreen Road, Salem – 34303 OR 99 East, Tangent

3:45-5:15pm **Tour Betaseed**

Objective: To understand sugarbeet production and breeding

Betaseed is the leading sugarbeet seed brand for growers in North America.

Speakers: John Enright, President, and Bryan Meier, Director of Operations

5:15-6:00pm Travel from Betaseed to Rafn's
34303 OR 99 East, Tangent – 479 Court Street NE, Salem

6:00-8:00pm Dinner at Rafn's Restaurant

Objective: To understand the opportunities and challenges of Oregon agriculture

A panel of Oregon agriculture experts will join us for dinner to discuss the opportunities and challenges of the sector in their state – from regulatory to legislative and from blueberries to wheat.

Speakers: Roger Beyer, Executive Secretary of the Oregon Seed Council; Barry Bushue, State Executive Director for the USDA Oregon Farm Service Agency; Katie Fast, Executive Director at Oregonians for Food & Shelter; Tami Kerr, Executive Director of Oregon Dairy Farmers Association; Jerome Rosa, Executive Director of Oregon Cattlemen's Association; and Alexis Taylor, Director of the Oregon Department of Agriculture

8:00-8:45pm Travel from Rafn's to Hotel
479 Court Street NE, Salem – 7265 SW Hazelfern Road, Tigard

8:45pm Arrive at Hotel

Friday, February 22, 2019

6:30 am Breakfast on your own (included in hotel) and hotel check-out

Invitations - U.S. Senate

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